
Human and Quality Resources Report August 2016

ISO.

All the end of year data was reviewed at the summer retreat in August. Customer Satisfaction data will be reviewed with teachers in the fall. The ISO external audit will take place October 5th and 6th. The audit will be conducted to the new standard. Work is currently being done to revise the quality manual.

STAFFING.

Technology

Summer help is wrapping up summer projects.

Maintenance

Summer help will continue as the contract allows through September 30. Applications are being accepted and interviews will be conducted for the 2 custodial vacancies due to a resignation and a retirement on that staff.

Professional

There is a recommendation for a new Professional Skills Instructor and the hope is to have a candidate to recommend to the board for the Electrical Engineering Instructor. A new instructor orientation will be held for the newly hired instructors. Mentors have been assigned and revisions to the induction plan have been made.

PAYROLL.

Benefit balance reconciliations have been made and changes have been made to payroll so they are visible on employee paychecks. Most employees have turned in validation of their sick time balances to ensure accuracy.

IN-SERVICE.

The In-Service agenda was completed. The completion of Suicide Awareness training and Drug and Alcohol Awareness training will be conducted as well as other topics to assist teachers in their classroom. In addition, other subjects that are covered on a yearly basis will occur including Safety Training and Sexual Harassment.